

Library guide for students 2009-2010

The Library
 Goldsmiths, University of London
 New Cross
 London SE14 6NW

020 7919 7150

The library web pages are at:
<http://www.goldsmiths.ac.uk/library>

Where is the Library?

The Library is in the Rutherford Building (RB), on the corner of Lewisham Way and Dixon Road.

When is the Library open?

27 Sept 2009 – 19 June 2010

Mon - Fri	8.00 – 00.00 Last admission 23.30	Self issue/return only before 9.15 and from 20.45
Sat	9.30 – 00.00 Last admission 23.30	Self issue/return only before 9.30 and from 20.45
Sun	9.30 – 00.00 Last admission 23.30	Self issue/return only before 11.30 and from 20.45
20 June 2010 – 26 Sept 2010		
Mon-Fri	8.30 – 21.00 Last admission 20.45	Self issue/return only before 9.15 and from 20.45
Sat	9.30 – 17.30 Last admission 17.00	Self issue/return only before 9.30 and from 20.45
Sun	9.30 – 17.30 Last admission 17.00	Self issue/return only

The Library is closed during the College closure periods at Christmas and Easter.

How do I get into the Library?

Your Goldsmiths card is also your library card, for **your use only**. You will need it for admission, borrowing, photocopying and printing. If you haven't yet got a Goldsmiths card, you should go to Security in Richard Hoggart Building Rm 198 (open 12.00 -14.00, 17.00 -18.45) with your registration card and proof of ID.

You must show your Goldsmiths card to library or security staff if they ask you to do so. If you

forget your Goldsmiths card, tell the Receptionist, who will admit you to the Library. However, you will not be able to borrow.

How do I find books and other items?

The library catalogue contains details of all the books, journals and audiovisual materials in the Library. There are catalogue computers in the Library and you can also access it through the Student Gold website or the library web pages. When you have found the book you want, check that it is not out on loan and make a note of the class mark. If it is already out on loan, you may be able to reserve it. Some books are in the Reserve Stack; to request a Reserve Stack book, go to the Help Desk on the ground floor.

Class marks

Books and journals are shelved in a numerical sequence as follows:

1 st floor		2 nd floor	
000-099	Information studies + computing	700-799	Creative + performing arts
100-199	Philosophy + psychology	800-899	Literature
200-299	Religion	900-999	Geography + history
300-399	Social sciences		
400-499	Languages		
500-599	Sciences + mathematics		
600-699	Technology + health studies		

How do I borrow?

You borrow and return books on the self issue machines on the ground floor. Get a receipt to remind you of the return date. You cannot borrow on the self issue machines if you have overdue material or fines exceeding £5.00. The loan period for books may be 3, 7 or 21 days (ordinary loan). If you return a loan late, you will have to pay a fine.

You can only borrow and return audiovisual items at the Helpdesk on the ground floor.

Borrowing rights

Category	Main Library Books (ordinary or short loan)	School Practice books	School Practice Audio-visual items	Videos and DVDs
Undergraduate students and PACE FE	10	5	5	3
BA Education and PGCE students	10	20	20	3
PG Dip and Masters students	15	5	5	5
Research students	20	5	5	8
Deferred students	4	2	2	0
External students (ordinary loans only)	4	2	2	0

Fines for overdue items

	Fine per day
Ordinary loan books (3 weeks)	10p
Short loan books (7day, 3 day)	50p
Audiovisual items (DVD, VHS)	£1.00
New audiovisual items (3 day only)	£2.50

The maximum fine per item is £15.00.

What is my library record?

You can view your library record, renew and reserve items on and off site through the library catalogue (<http://library.gold.ac.uk>) using the registration number on your Goldsmiths card and your library PIN (your date of birth – ddmmyy).

How do I renew my loans?

You can renew ordinary loan books (21 days) and audiovisual items (7 day) on the self issue machines, through your library record on (<http://library.gold.ac.uk>), by email (lending@gold.ac.uk) or by phone (020 7919 7150). You cannot renew short loan books (7 or 3 day). You will not be able to renew if you have any overdue short loans, overdue reserved items or fines over £5.

How do I reserve items?

You can reserve ordinary loan books and audiovisual items (7 day). You can place reservations through the library catalogue.

How does the library contact me?


We send library notices only to your Goldsmiths email account.

How do I find information online?

You can find information about electronic resources through the library web pages <http://www.goldsmiths.ac.uk/library>

Most online resources are accessed on and off campus using your Goldsmiths IT username and password.

You will find links to the e-books and e-journals through the library catalogue (e-books provide an alternative to print copies for some of our most heavily used books).

 is a new library service that makes it easier to access full text electronic resources. If the electronic full text is not available links will indicate other ways of locating the resources.

learn.gold Goldsmiths Virtual Learning Environment contains online areas for each of your courses. These may include handbooks, course documents, contact details and resources. Your tutor will give you further details. The library section (under Support) has material on study skills.

Where can I get help?

At the Help Desk on the ground floor you can ask for help with any aspect of library use and with computers, photocopying and printing. You can also ask for help at the Language Advisory Desk on the 2nd floor.

Library Help Points	Floor	Term time hours
Reception	G	Mon-Fri 9.30-18.30
Help Desk	G	Mon-Fri 9.15-20.45 Sat 9.30-17.15 Sun 11.30-17.15
Enquiry Desk	G	Mon-Fri 10.00-20.45
Language Advisory Desk	2	Mon-Wed 9.00-20.45 Thur-Fri 9.00-17.00 Sat 9.30-17.15

Subject Librarians

If you want specialised help, you can make an appointment with your Subject Librarian

Subject	Name
Anthropology	Sally Houston
Computing	Mark Preston
Design	Antonia Williamson
Drama	Sheila Turley
Educational Studies	Mark Preston
English and Comp Literature	Sheila Turley
History	Elizabeth Williams
Media and Communications	Peter Morris
Music	Peter Morris
PACE	Helen Stephen
Politics	Sally Houston
Psychology	Sally Houston
Sociology	Veronica Lawrence
Visual Arts	Antonia Williamson
Visual Cultures	Antonia Williamson

Sally Houston	
s.houston@gold.ac.uk	020 7919 7156
Veronica Lawrence	
v.lawrence@gold.ac.uk	020 7078 5321
Peter Morris	
p.morris@gold.ac.uk	020 7919 7168
Mark Preston	
m.preston@gold.ac.uk	020 7919 7169
Helen Stephen	
h.stephen@gold.ac.uk	020 7078 5126
Sheila Turley	
s.turley@gold.ac.uk	020 7919 7299
Elizabeth Williams	
e.williams@gold.ac.uk	020 7919 7589
Antonia Williamson	
antonia.williamson@gold.ac.uk	020 7078 5050

Past **exam papers** from most departments are online at <http://intranet.gold.ac.uk/exampapers/> if you are on campus. Use learn.gold off campus.

Specialist resources in the Library

Audiovisual Collection

The Audiovisual Collection on the 2nd floor. contains videos, DVDs, CDs, vinyl discs, audiocassettes and slides.

The collection of videocassettes and DVDs includes feature films and documentaries, many of which are in a foreign language. Viewing facilities are available including bookable viewing rooms.

The collection of sound recordings consists of recordings of Western classical music, jazz, popular music, non-Western music and sound effects. There are listening and recording

facilities available; material may only be recorded for educational purposes. There is also a collection of radio programmes in cassette and audio CD format.

The slide collection covers art, architecture, design, textiles and related subjects. Slides may be borrowed but not be copied or scanned. A card index of names and subjects is available.

School Practice Collection

The School Practice Collection on the 1st floor contains 24,000 items for students on teaching practice to use in schools and for study.

The book collection includes children's books (non-fiction and fiction) and teachers' material, covering all ages from pre-school to A-level.

There is a separate School Practice multimedia room which contains project packs, multi-media kits, teaching objects, posters all for loan.

Languages Resource Centre

<http://www.gold.ac.uk/lrc/>

The Languages Resource Centre (LRC) is on the 2nd floor and has facilities and support for language learning and teaching. It comprises:

- a large Open Access area equipped with positions for viewing video, DVD and live satellite broadcasts, as well as audio facilities, 16 networked computers and a variety of language learning materials for use on College premises which can be searched for on the library catalogue
- two digital language teaching rooms for classroom-based language learning activities and independent study
- a Language Advisory Desk where staff offer specialist advice including on self-access language courses and independent study options

The LRC supports the use of CALL (Computer-Assisted Language Learning) and provides programmes for French, German, Spanish, Italian, Portuguese, Arabic, Japanese, and English as a Foreign Language (EFL) among others.

Special Collections

The Special Collections on the ground floor reflect the College's research strengths and interests in the arts, culture and society, particularly in the twentieth and twenty-first centuries. Because their contents are rare and sometimes fragile, they can only be used in the Special Collections Reading Room.

Which other libraries can I use?

As a London University student you are entitled to borrow from Senate House Library, the University's central library www.ull.ac.uk. To join, simply go there with your Goldsmiths card. You will then have off-site access to their wide range of electronic resources, including e-journals. Other colleges of London University will allow you to use their libraries for reference on presentation of your Goldsmiths card, but they may restrict use of electronic resources to their own students and staff.

You can use other university libraries in the UK through **SCONUL Access**. Academic staff, research, taught post-graduates or part-time students or those on placements of over 6 weeks, can usually borrow from these libraries; full-time students have reference use. Check the regulations at member libraries at www.access.sconul.ac.uk. Ask Goldsmith library staff for further details and to join the scheme.

The **M25 Consortium** allows access for reference to over 150 academic and special libraries in London and the South East. Details are available on www.inform25.ac.uk, where you can also access their catalogues.

You can also use the **British Library**, but it gets very busy and you may have to order books, as they are not all on open shelves. Take your Goldsmiths card and for admissions see <http://www.bl.uk>

Inter Library Loans

You may request books or periodical articles needed for research or coursework which are not held by the Library and not easily obtainable from another library in London.

Postgraduates may input requests via the ILL option on the library catalogue. Undergraduates should use the paper forms, which are available from the Lending Services Desk, and ask their tutor to countersign the form.

There is a charge of £3.00 per item.

Where can we work as a group?

Group study areas are on the ground floor.

What computer facilities are there?

There are open access PCs and Macs on the ground and 1st floors, as well as Computer Training Rooms.

There are wireless access areas on each floor. You can plug in your laptop at the white sockets. If you are using the network you will be required to have up to date anti-virus and anti-spyware protection on your laptop.

Where can I do photocopying?

The Copy Centre is on the ground floor. To pay for copies you will need to put money on your PCounter account using your Goldsmiths card in the value loaders.

	A4	A3
Black and white	4p	8p
Colour	30p	50p
Acetate	50p + copying	Not available

How can I get help if I have a disability?

If you need extra help contact Sheila Turley (s.turley@gold.ac.uk) or ask at the Helpdesk.

Assistive Technology Centre

The Assistive Technology Centre (ATC) on the ground floor is a computer workstation/study room for the use of all students with a disability, specific learning difficulty (such as dyslexia) or health related problem that makes studying difficult.

Apply to the Student Support Office, Room 124 RHB, for an interview with a Disability Advisor if you think need to use the ATC. Appointments: Tel 020 7919 7757 Email atc@gold.ac.uk

What do I do in an emergency?

If the fire alarm goes off, please leave immediately by the nearest fire exit. Go to the Assembly Point in the car park outside the Richard Hoggart Building. You will be informed when it is safe to return to the Library.

If anyone requires medical attention, alert a member of staff who will summon a First Aider or call an ambulance if necessary.

Library contacts

General enquiries	library@gold.ac.uk	020 7919 7150
Lending	lending@gold.ac.uk	020 7919 7150
Inter Library Loans	inter.library.loans@gold.ac.uk	020 7919 7164
Special Collections	specialcollections@gold.ac.uk	020 7717 2295
Languages Resource Centre	lrchelp@gold.ac.uk	020 7919 7181